

COUNTY OF MAUI
DEPARTMENT OF PERSONNEL SERVICES
200 SOUTH HIGH STREET
WAILUKU, HAWAII 96793

CERTIFICATION STATEMENT
SECRETARY I

Positions filled from the written examination require applicants to possess the capability to perform a range of typing tasks. To qualify for these positions, you must be able to type straight copy at 40 net words per minute. If you meet the requirement, complete this form and sign and date the self-certification statement below.

My typing speed is _____ net words per minute;

I acquired the typing skill through:

_____ attendance at _____
school

_____ employment with _____
employer

_____ training _____
program

SELF-CERTIFICATION BY APPLICANT: I hereby certify that I have thoroughly read the requirement above and presently meet this requirement. I understand that my typing proficiency may be evaluated by the appointing authority.

Signature: _____

Please print name: _____

Date: _____

Dictation Requirement Supplemental Form

SECRETARY I

Exam No. 2006-67 (Inter)

Exam No. 2006-68 (Open)

TO: ALL APPLICANTS

FROM: Department of Personnel Services, County of Maui

RE: DICTATION REQUIREMENT

Please check one of the following:

- ☐ I am applying for Secretary I positions which **do not** require the taking of dictation by shorthand. Therefore, I am aware that my name, if I pass the written examination, will not be certified for positions which require shorthand ability.
- ☐ I am applying for all Secretary I positions. (Please check one of the following)
- ☐ I have enclosed a certificate of proficiency in shorthand from an accredited school awarded within the past 12 months.
- ☐ I do not have a certificate of proficiency in shorthand, therefore I need to take the County of Maui's dictation examination.

Date: _____

Signature

Printed Name

Please submit this form along with your application. Thank you.

DEPARTMENT OF PERSONNEL SERVICES
COUNTY OF MAUI
200 S. High Street
Wailuku, Hawaii 96793

CERTIFICATE OF PROFICIENCY FOR DICTATION

PLEASE READ THE ATTACHED INFORMATION BEFORE COMPLETING THIS FORM

Name of Applicant: _____

Address: _____

Name of School and Address: _____

This certifies that the above named person is taking or has satisfactorily completed a course in shorthand and has demonstrated proficiency in shorthand as indicated below in accordance with the Department of Personnel Services, County of Maui requirements:

	Date Proficiency demonstrated	Length of test	Gross Words typed/min.*	Rate of Dictation	No. Of Errors
Dictation		min		wpm	

Date: _____

(Signature of Certifying Official)

(Title)

(Agency, School or Organization)

General Instructions to the Certifying Official:

The certificate must be based on the applicant's demonstrated ability to qualify on dictation tests. Certificates will be acceptable for a maximum of two years after the date on which the applicant has satisfactorily demonstrated proficiency in dictation.

The Department of Personnel Services, County of Maui, reserves the right to reject any certificate on the basis of incorrect, incomplete or questionable information. All erasures and corrections on the certificate must be initialed by the certifying official.

When filed, this certificate becomes the property of the Department of Personnel Services, County of Maui, and part of the applicant's County Civil Service application and examination records.

Dictation Tests:

Dictation proficiency will be determined from the rate of dictation and percentage of accuracy. The rate of dictation must be at least 80 words per minute. 95% accuracy in transcription is required.